



**CITY OF LONG BEACH**  
**OFFICE OF THE CITY MANAGER**  
**EMPLOYMENT OPPORTUNITY**  
**EVENTS COORDINATOR I (Photographer) - Full-time/Unclassified**  
Special Events and Filming Office  
\$21.40 - \$29.07 per hour

**POSITION:**

The City of Long Beach, Office of the City Manager, is recruiting for a full-time, unclassified Events Coordinator I. The position will serve primarily as the Photographer while also having responsibilities as the Social Media Coordinator, under the direction of the Manager of the Special Events and Filming Office. The Office is responsible for permitting all special events and film productions within the City of Long Beach. The events occur year-around and cultivate civic pride, social awareness and cultural enrichment for residents and visitors, while contributing to economic development and tourism in Long Beach. Special Events and Filming staff work internally with City departments and externally with customers and public agencies.

**EXAMPLES OF DUTIES:**

- Attends events and takes photographs.
- Manages Special Events and Filming's Social Media campaign.
- Promotes the City of Long Beach through film, video and still photography production.
- Assists in the coordination and scheduling of special events/film productions.
- Maintains records and prepares reports.
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration or closely related field; and one year of experience coordinating, planning, and/or organizing events/filming, and/or photography/social media related activities. Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.
- Experience in taking photographs that can be used for marketing purposes.

**QUALIFICATIONS (cont.):**

- Experience manipulating photographs in Adobe Photoshop software.
- A valid California motor vehicle operator license.

**SUCCESSFUL CANDIDATE WILL DEMONSTRATE:**

- Ability to take successful photographs for marketing purposes; a portfolio demonstrating photography skills showing iconic images, action photography, scenic images, portraits, etc. will be required.
- Ability to communicate effectively, both orally and in writing.
- Ability to effectively interface with elected officials, City staff and the public, and provide excellent customer service.
- Ability to work independently and exercise strong judgment in carrying out responsibilities.
- Ability to handle confidential issues in a professional manner.
- Ability to work an irregular schedule, including nights, weekends and holidays is required.

**APPLICATION PROCESS:**

The recruitment will close at 4:30 p.m. on April 1, 2016. To be considered for this opportunity, applicants must submit an online application, including resume, cover letter and three references. Online applications can be filed at <http://agency.governmentjobs.com/longbeach/default.cfm>. The most qualified candidates will be invited to participate in further selection procedures. Incomplete applications or candidates who do not meet the qualifications for the position will not be considered. Final appointment is contingent upon the successful completion of a thorough reference/background check and a City-provided pre-employment physical.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable.

*The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce. The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-5328.*